Federal Voting Assistance Program (FVAP) Department of Defense

Military Voting Assistance Officer (VAO) Self-Administered Training

Introduction

Welcome to the self-paced **Voting Assistance Officer** (VAO) training. This training provides information to help you carry out your duties as a VAO and conduct a successful voting assistance program.

This training covers three areas:

1. Background information on *UOCAVA*
2. Your duties as a Voting Assistance Officer (VAO)
3. Available resources for assisting *UOCAVA* voters

You will be able to print a certificate of completion at the end of this training.

2012 General Election

During the 2012 election cycle, a number of important offices will be decided by voters, including:

- ✓The offices of U.S. President and Vice President
- ✓33 seats in the U.S. Senate
- ✓435 seats in the U.S. House of Representatives
- ✓Governorships in 11 States and 2 U.S. territories
- ✓State and local offices
- ✓Ballot questions and referenda

Absentee Voting

MYTH: Absentee ballots are not counted unless it is a close race.

FACT: All valid absentee ballots are counted regardless of the closeness of the race.

States differ as to when they count absentee ballots. Many States require absentee ballots to be received by Election Day so that they can be counted along with the in-person votes.

Some States accept absentee ballots after Election Day. In these cases, the final outcome of the election would not be certified until all absentee ballots received by the State's deadline are counted.

Every Vote Counts

As a VAO, it is important that you encourage citizens to exercise their right to vote and remind them that every vote counts. Several recent elections have been decided by a margin of victory of less than 0.1%.

Election	Margin of Victory
2008 – Minnesota U.S. Senate	312 votes
2005 – Virginia Attorney General	323 votes
2004 – Washington Governor	133 votes
2000 – Florida Electoral Votes (U.S. Presidential election)	537 votes
2000 – New Mexico Electoral Votes (U.S. Presidential election)	366 votes

Background Information

- The following slides will:
  - ✓ Introduce you to *UOCAVA* and FVAP
  - ✓ Outline FVAP's objectives and goals and explain your role

What Is *UOCAVA*?

The *Uniformed and Overseas Citizens Absentee Voting Act* of 1986, or *UOCAVA,* requires U.S. States and territories to allow certain U.S. citizens to apply to register and vote absentee in elections for Federal office. Citizens covered under *UOCAVA* include:

1. Members of the Uniformed Services or Merchant Marine who are absent from their voting jurisdiction due to their service.
2. Dependents of members of the Uniformed Services or Merchant Marine who are absent from their voting jurisdiction with the member.
3. U.S. citizens residing outside the United States and its territories.

Note: Uniformed Service Members and their dependents residing in their voting jurisdictions are not covered under *UOCAVA.*

UOCAVA covers over 6 million potential voters worldwide.

What Is FVAP?

The Federal Voting Assistance Program, or FVAP, is charged with providing assistance and outreach to U.S. citizens covered under *UOCAVA.*
FVAP's **purpose** is to:

1. Inform and educate U.S. citizens worldwide of their right to vote.
2. Protect and enhance the integrity of the electoral process at the Federal, State, and local levels.
3. Promote efficiency and effectiveness in administering *UOCAVA.*

To accomplish this, FVAP's **immediate objective** is to:

Bring *UOCAVA* voting participation and success rates to equal or greater than general population rates by:

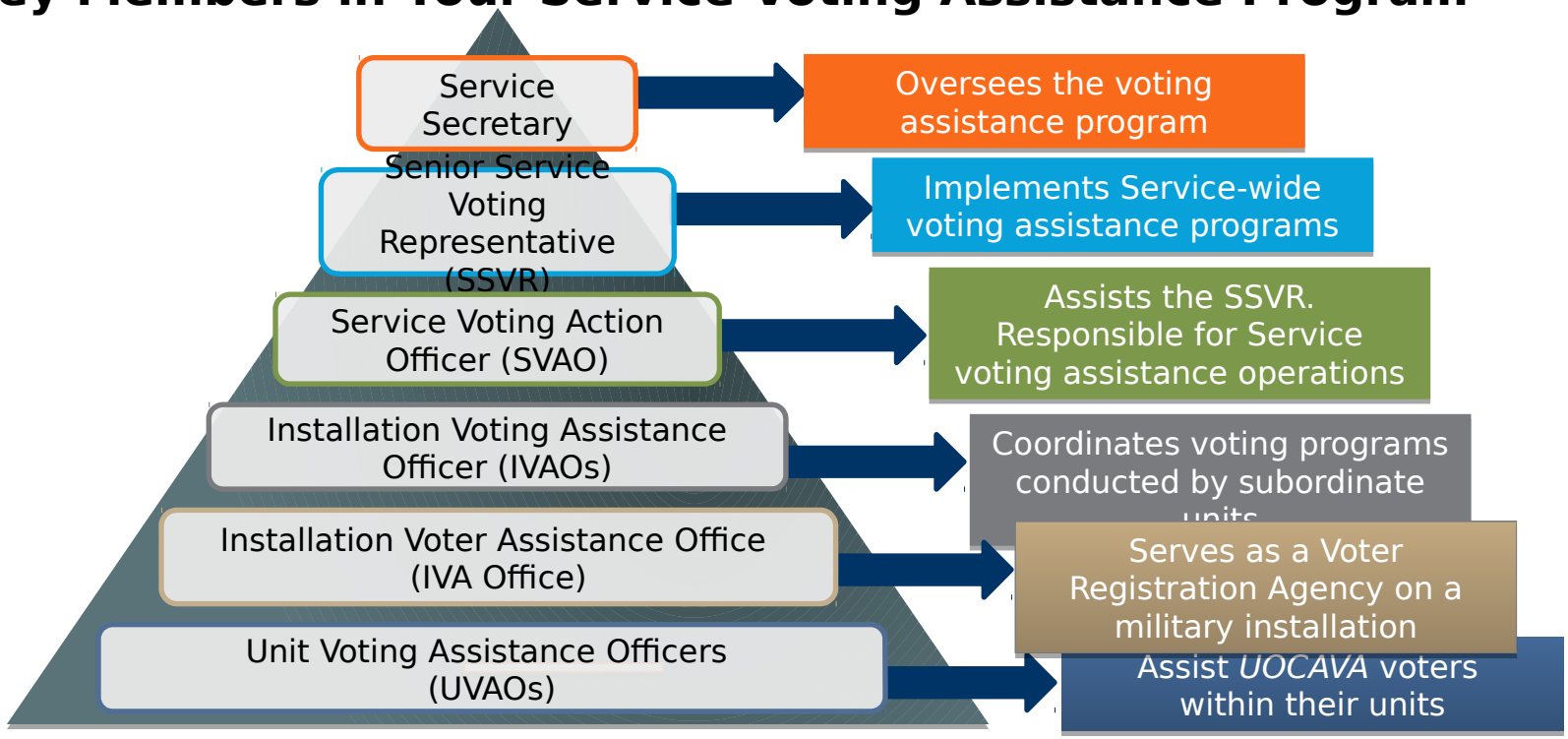
- ✓ Increasing registration/absentee ballot request success rate.
- ✓ Increasing absentee ballot cast rate.
- ✓ Increasing Federal Write-In Absentee Ballot success rate.

How Can You Help?

As a VAO, your goal is to ensure that citizens covered under *UOCAVA* understand how to apply to register to vote and vote absentee.

You play an important role as part of the voting assistance program within your Service. Additional information on each of the Service's voting assistance programs can be found on FVAP.gov (http://www.fvap.gov/vao/svcvotesites.html).

Key Members in Your Service Voting Assistance Program


Service Secretary
Oversees the voting assistance program
Senior Service Voting Representative (SSVR)
Implements Service-wide voting assistance programs
Service Voting Action Officer (SVAO)
Assists the SSVR. Responsible for Service voting assistance operations
Installation Voting Assistance Officer (IVAOs)
Coordinates voting programs conducted by subordinate
Installation Voter Assistance Office (IVA Office)
Serves as a Voter Registration Agency on a military installation
Unit Voting Assistance Officers (UVAOs)
Assist *UOCAVA* voters within their units

Service Voting Action Officers

Service Voting Action Officers (SVAOs) are the voting program managers for each Service and assist IVAOs and UVAOs with questions regarding Service-related VAO activities.

Army	Air Force	Navy	Marine Corps	Coast Guard
Mrs. Rachel Gilman	**Mr. William D'Avanzo**	**LT. Andrew Bousky**	**Mr. Bob Wagner**	**CWO Charles "Al" Thompson, Jr.**
Tel: (502) 613-8475 DSN: 312-983-8475	Tel: (210) 565-2591 DSN: 665-2591	Tel: (202) 433-4000 DSN: 288-4000	Tel: (703) 784-9513 DSN: 278-9513	Tel: (202) 493-1922
voting.questions @conus.army.mil	dpsoof.votingfund @randolph.af.mil	vote@navy.mil	mra.voting.officer @usmc.mil	Charles.A.Thompson2 @uscg.mil

Your Duties as a Voting Assistance Officer:
Voting Assistance

- The following slides will assist you in:
  - ✓ Understanding the *UOCAVA* absentee voting process and how you can help voters
  - ✓ Working with absentee voters to properly fill out voting forms

Overarching Duties of VAOs

VAOs ensure that *UOCAVA* voters understand their voting rights and the *UOCAVA* absentee voting process by providing non-partisan voting information and assistance.

VAOs may be uniformed service members, Department of Defense civilians, Consular Officers, or members of overseas U.S. citizens organizations.

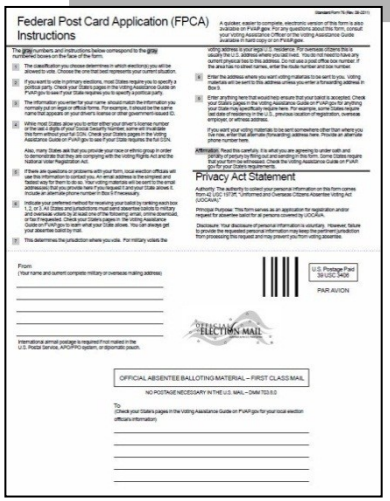
Your duties as a VAO include:

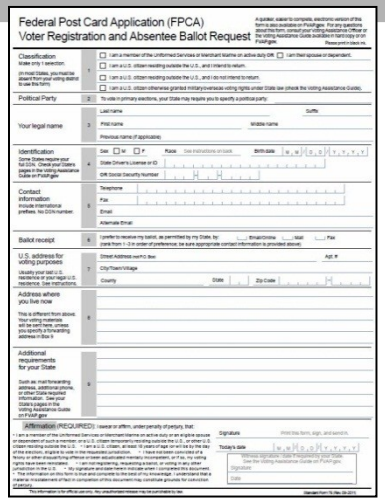
1. Assisting *UOCAVA* citizens in the absentee voting process.
2. Increasing awareness of *UOCAVA.*
3. Following VAO guidelines for:
    1. Keeping relevant metrics
    2. Providing non-partisan assistance
    3. Creating and maintaining a continuity folder

UOCAVA Forms

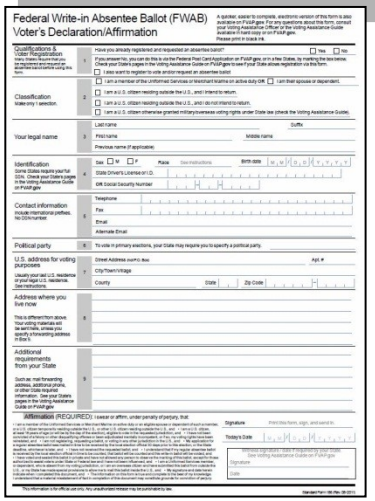
As a VAO, you should be familiar with two forms unique to *UOCAVA* voters:

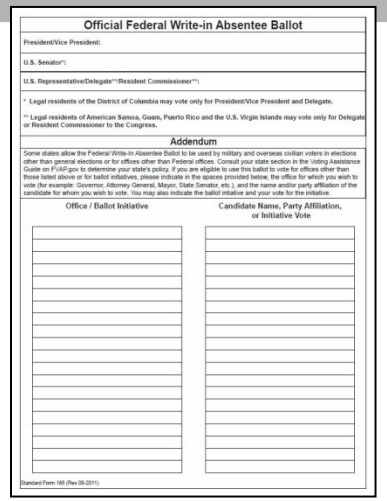
The Federal Post Card Application (FPCA)


Federal Post Card Application (FPCA)
Instructions


Federal Post Card Application (FPCA)
Voter Registration and Absentee Ballot Request

The Federal Write-In Absentee Ballot (FWAB)


Federal Write-in Absentee Ballot (FWAB)
Voter's Declaration/Affirmation


Official Federal Write-in Absentee Ballot

The following slides will outline how these forms are used in the *UOCAVA* absentee voting process.

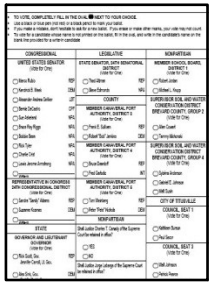
How Do *UOCAVA* Citizens Vote?

Step 1: A *UOCAVA* citizen completes the Federal Post Card Application (FPCA) to apply to register to vote and request an absentee ballot. The completed FPCA is submitted to the applicant's local election official.

FPCA

Step 2: The local election official reviews the submitted FPCA. After verifying eligibility, the local election official sends the applicant an absentee ballot.

BALLOT



Step 3: The applicant receives the absentee ballot, votes the ballot, and returns it to the local election official to be counted.

FWAB

Note: If applicants have not received an absentee ballot by 30 days before the election, they should complete and submit the **Federal Write-In Absentee Ballot (FWAB)** to ensure that their vote is received in time to be counted.

How Do VAOs Help?

VAOs assist with the *UOCAVA* voting process by:

1. Providing *UOCAVA* citizens with access to the FPCA and FWAB.
2. Assisting *UOCAVA* citizens with completing the FPCA and FWAB.
3. Reminding *UOCAVA* citizens that their voices are important and their votes count.

The following slides provide a brief overview of the FPCA and FWAB.

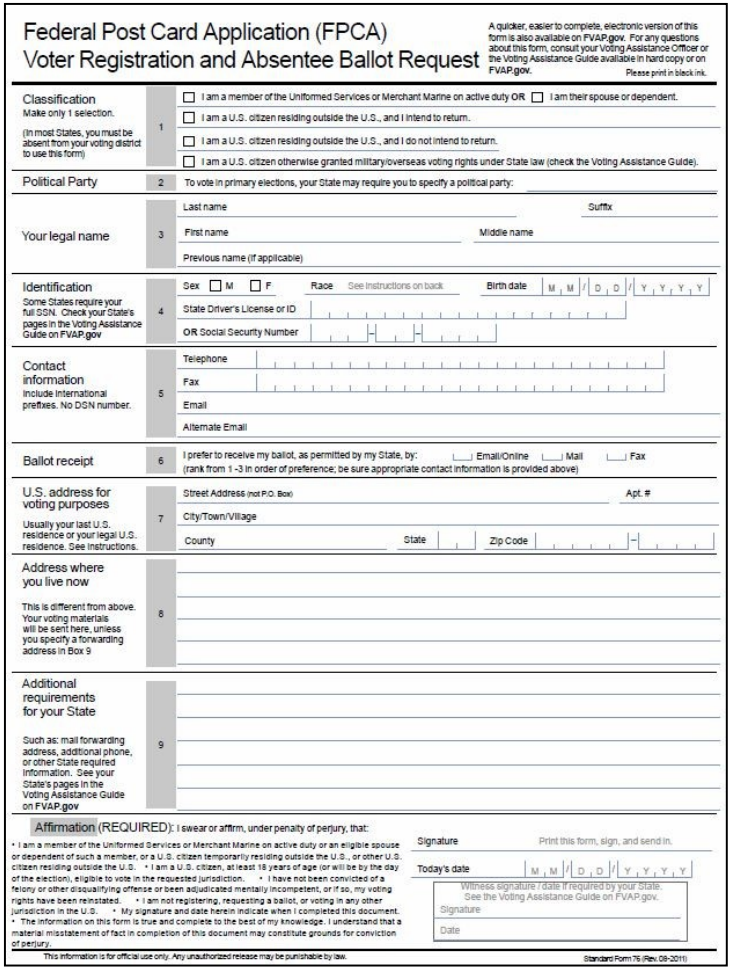
Federal Post Card Application (FPCA)

By filling out the FPCA, *UOCAVA* voters can:

1. Apply to register to vote.
2. Request an absentee ballot.
3. Update a mailing address and/or other contact information.

UOCAVA citizens should submit an FPCA:

1. Once a year.
2. Anytime they need to update their contact information.



Federal Post Card Application (FPCA)
Voter Registration and Absentee Ballot Request

A quicker, easier to complete, electronic version of this form is also available on FVAP.gov. For any questions about this form, consult your Voting Assistance Officer or the Voting Assistance Guide available in hard copy or on FVAP.gov.

Please print in black ink.

Classification
Make only 1 selection.
(In most States, you must be absent from your voting district to use this form)
1
☐ I am a member of the Uniformed Services or Merchant Marine on active duty OR ☐ I am their spouse or dependent.
☐ I am a U.S. citizen residing outside the U.S., and I intend to return.
☐ I am a U.S. citizen residing outside the U.S., and I do not intend to return.
☐ I am a U.S. citizen otherwise granted military/overseas voting rights under State law (check the Voting Assistance Guide).

Political Party
2
To vote in primary elections, your State may require you to specify a political party:

Your legal name
3
Last name
Suffix
First name
Middle name
Previous name (if applicable)

Identification
Some States require your full DSN. Check your State's pages in the Voting Assistance Guide on FVAP.gov
4
Sex ☐ M ☐ F
Race See instructions on back
Birth date M M / D D / Y Y Y Y
State Driver's License or ID
OR Social Security Number

Contact information
Include international prefixes. No DSN number.
5
Telephone
Fax
Email
Alternate Email

Ballot receipt
6
I prefer to receive my ballot, as permitted by my State, by: ☐ Email/Online ☐ Mail ☐ Fax
(rank from 1 -3 in order of preference; be sure appropriate contact information is provided above)

U.S. address for voting purposes
Usually your last U.S. residence or your legal U.S. residence. See instructions.
7
Street Address (not P.O. Box)
Apt. #
City/Town/Village
County
State
Zip Code

Address where you live now
This is different from above. Your voting materials will be sent here, unless you specify a forwarding address in Box 9
8

Additional requirements for your State
Such as: mail forwarding address, additional phone, or other State required information. See your State's pages in the Voting Assistance Guide on FVAP.gov
9

Affirmation (REQUIRED): I swear or affirm, under penalty of perjury, that:
• I am a member of the Uniformed Services or Merchant Marine on active duty or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or other U.S. citizen residing outside the U.S. • I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction. • I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated. • I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S. • My signature and date herein indicate when I completed this document. • The information on this form is true and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

Signature
Print this form, sign, and send in.
Today's date M M / D D / Y Y Y Y
Witness signature / date if required by your State. See the Voting Assistance Guide on FVAP.gov.
Signature
Date

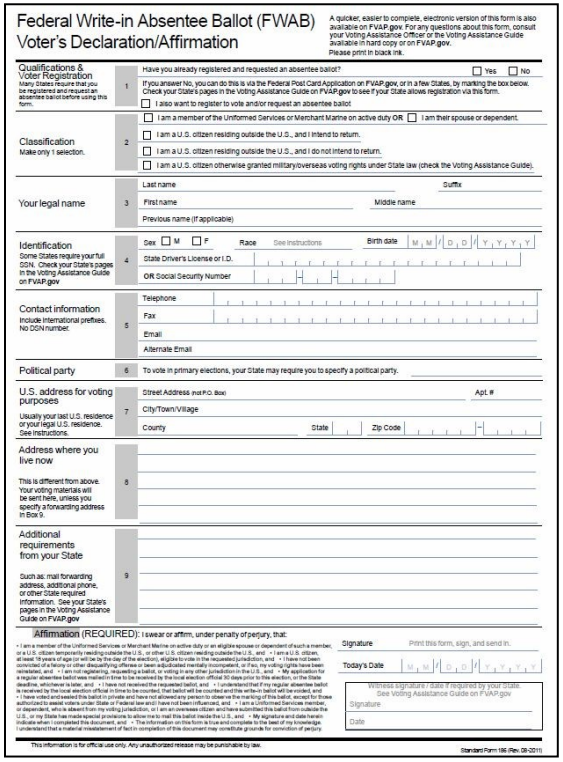
This information is for official use only. Any unauthorized release may be punishable by law.

Standard Form 76 (Rev. 08-2011)

Federal Write-In Absentee Ballot (FWAB)

The FWAB was designed as a backup ballot for *UOCAVA* voters who have not yet received their State absentee ballot and are concerned they will not have sufficient time to return the State ballot before the deadline.

FVAP recommends that voters who have not received their absentee ballot by 30 days before an election complete and submit a FWAB.



Federal Write-in Absentee Ballot (FWAB)
Voter's Declaration/Affirmation

A quicker, easier to complete, electronic version of this form is also available on FVAP.gov. For any questions about this form, consult your Voting Assistance Officer or the Voting Assistance Guide available in hard copy or on FVAP.gov.
Please print in black ink.

Qualifications & Voter Registration
Many States require that you be registered and request an absentee ballot before using this form.
1 Have you already registered and requested an absentee ballot? ☐ Yes ☐ No
If you answer No, you can do this is via the Federal Post Card Application on FVAP.gov, or in a few States, by marking the box below. Check your State's pages in the Voting Assistance Guide on FVAP.gov to see if your State allows registration via this form.
☐ I also want to register to vote and/or request an absentee ballot

Classification
Make only 1 selection.
2
☐ I am a member of the Uniformed Services or Merchant Marine on active duty OR ☐ I am their spouse or dependent.
☐ I am a U.S. citizen residing outside the U.S., and I intend to return.
☐ I am a U.S. citizen residing outside the U.S., and I do not intend to return.
☐ I am a U.S. citizen otherwise granted military/overseas voting rights under State law (check the Voting Assistance Guide).

Your legal name
3
Last name Suffix
First name Middle name
Previous name (if applicable)

Identification
Some States require your full SSN. Check your State's pages in the Voting Assistance Guide on FVAP.gov
4
Sex ☐ M ☐ F Race See instructions Birth date M M / D D / Y Y Y Y
State Driver's License or I.D.
OR Social Security Number

Contact information
Include international prefixes. No DSN number.
5
Telephone
Fax
Email
Alternate Email

Political party
6 To vote in primary elections, your State may require you to specify a political party.

U.S. address for voting purposes
Usually your last U.S. residence or your legal U.S. residence. See instructions.
7
Street Address (not P.O. Box) Apt. #
City/Town/Village
County State Zip Code

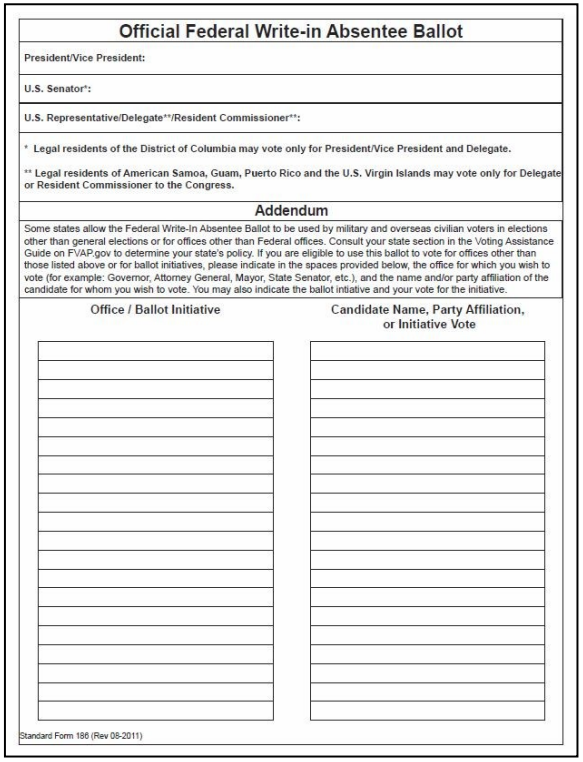
Address where you live now
This is different from above. Your voting materials will be sent here, unless you specify a forwarding address in Box 9.
8

Additional requirements from your State
Such as: mail forwarding address, additional phone, or other State required information. See your State's pages in the Voting Assistance Guide on FVAP.gov
9

Affirmation (REQUIRED): I swear or affirm, under penalty of perjury, that:
• I am a member of the Uniformed Services or Merchant Marine on active duty or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or other U.S. citizen residing outside the U.S., and • I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and • I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated, and • I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., and • My application for a regular absentee ballot was mailed in time to be received by the local election official 30 days prior to this election, or the State deadline, whichever is later, and • I have not received the requested ballot, and • I understand that if my regular absentee ballot is received by my jurisdiction, this ballot will not be counted, and • I will not vote more than once in this election, and • I have voted and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except for those authorized to assist voters under State or Federal law and I have not been influenced, and • I am a Uniformed Services member, or dependent, who is absent from my voting jurisdiction, or I am an overseas citizen and have submitted this ballot from outside the U.S., or my State has made special provisions to allow me to mail this ballot inside the U.S., and • My signature and date herein indicate when I completed this document, and • The information on this form is true and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

Signature Print this form, sign, and send in.
Today's Date M M / D D / Y Y Y Y
Witness signature / date if required by your State. See Voting Assistance Guide on FVAP.gov
Signature
Date

This information is for official use only. Any unauthorized release may be punishable by law.
Standard Form 186 (Rev. 08-2011)



Official Federal Write-in Absentee Ballot

President/Vice President:

U.S. Senator*:

U.S. Representative/Delegate**/Resident Commissioner**:

* Legal residents of the District of Columbia may vote only for President/Vice President and Delegate.

** Legal residents of American Samoa, Guam, Puerto Rico and the U.S. Virgin Islands may vote only for Delegate or Resident Commissioner to the Congress.

Addendum

Some states allow the Federal Write-In Absentee Ballot to be used by military and overseas civilian voters in elections other than general elections or for offices other than Federal offices. Consult your state section in the Voting Assistance Guide on FVAP.gov to determine your state's policy. If you are eligible to use this ballot to vote for offices other than those listed above or for ballot initiatives, please indicate in the spaces provided below, the office for which you wish to vote (for example: Governor, Attorney General, Mayor, State Senator, etc.), and the name and/or party affiliation of the candidate for whom you wish to vote. You may also indicate the ballot initiative and your vote for the initiative.

Office / Ballot Initiative	Candidate Name, Party Affiliation, or Initiative Vote

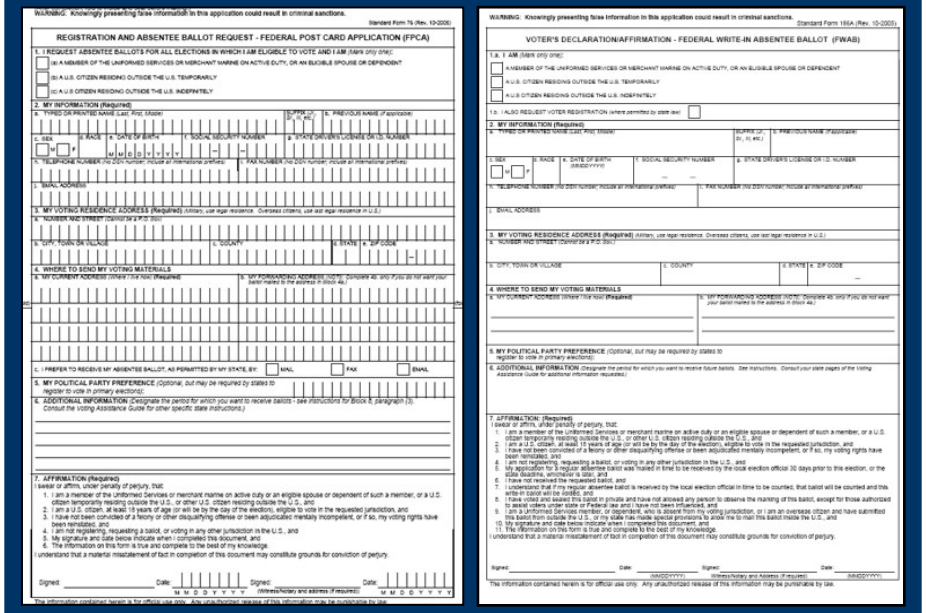
Standard Form 186 (Rev 08-2011)

Revised FPCA and FWAB

The FPCA and FWAB were recently redesigned in an effort to reduce some of the common mistakes made when completing the forms.

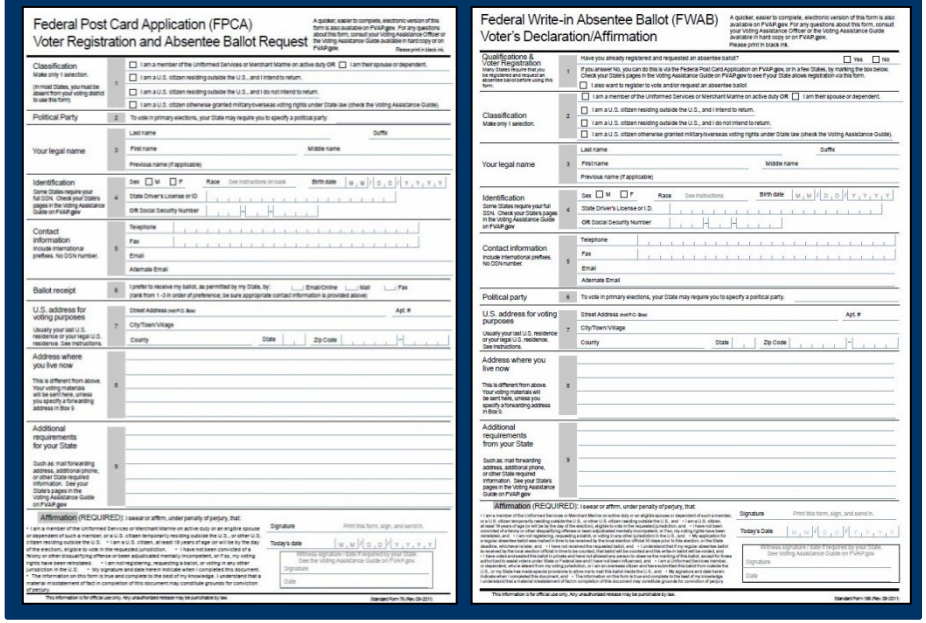
Some offices may still have the older versions in stock—these versions are still valid and will continue to be accepted and processed by election officials.

Old FPCA and FWAB


REGISTRATION AND ABSENTEE BALLOT REQUEST - FEDERAL POST CARD APPLICATION (FPCA)

VOTER'S DECLARATION/AFFIRMATION - FEDERAL WRITE-IN ABSENTEE BALLOT (FWAB)

Current FPCA and FWAB


Federal Post Card Application (FPCA)
Voter Registration and Absentee Ballot Request

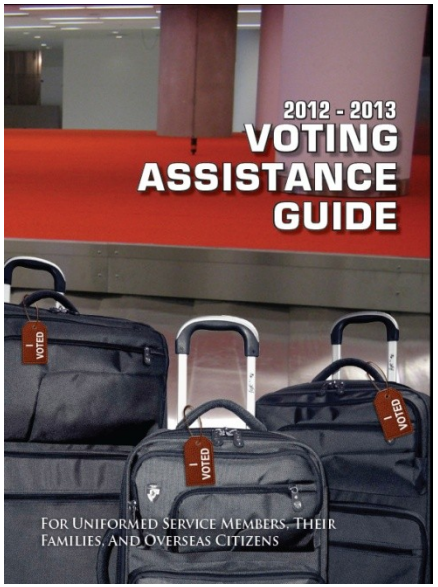
Federal Write-in Absentee Ballot (FWAB)
Voter's Declaration/Affirmation

Instructions

The instructions for completing the FPCA and FWAB differ across States, so it is important to refer applicants to the most up-to-date *Voting Assistance Guide* to ensure that they complete and submit the form correctly.

- ✓ For example, some States may require the applicant to provide a full Social Security Number, while other States may require a driver's license or State identification number.

- ✓ The *Voting Assistance Guide* also includes State-specific deadlines for voter registration, absentee ballot requests, and ballot returns.



FVAP recommends VAOs use the online Voting Assistance Guide *available at* http://www.fvap.gov/vao/guide.html.

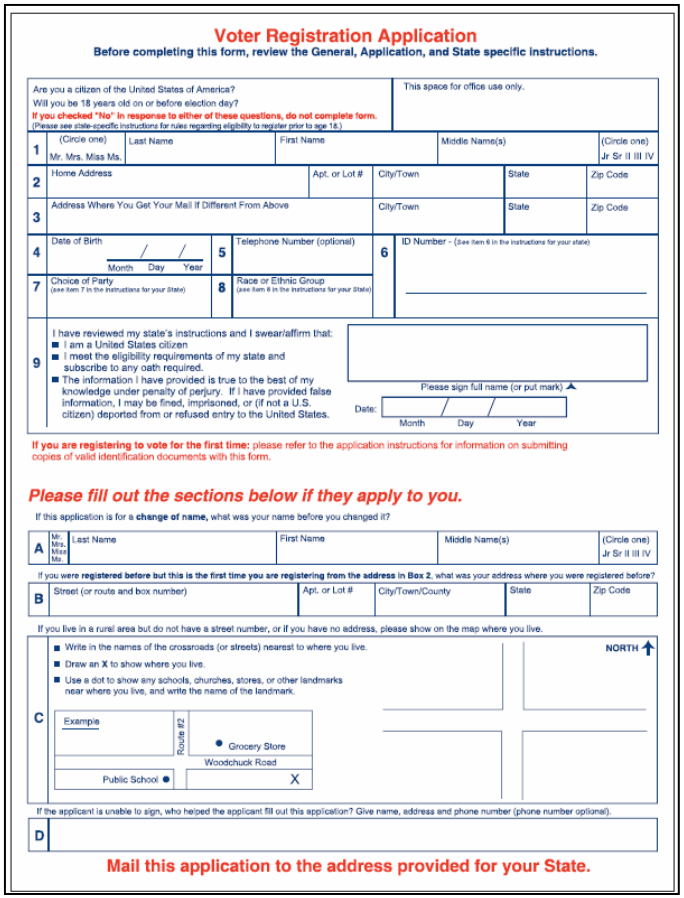
National Mail Voter Registration Form (NVRF)

Stateside VAOs may have Service Members in their units who live in their current voting jurisdiction and can vote in person.

Service Members and their voting-age dependents who live in their voting jurisdiction are not covered under *UOCAVA*.

These citizens should use the National Mail Voter Registration Form (NVRF) to:

1. Register to vote.
2. Update their name and mailing address.
3. Register with a political party.



Voter Registration Application

Before completing this form, review the General, Application, and State specific instructions.

Are you a citizen of the United States of America?
Will you be 18 years old on or before election day?
If you checked "No" in response to either of these questions, do not complete form.
(Please see state-specific instructions for rules regarding eligibility to register prior to age 18.)

This space for office use only.

1 (Circle one) Mr. Mrs. Miss Ms. | Last Name | First Name | Middle Name(s) | (Circle one) Jr Sr II III IV

2 Home Address | Apt. or Lot # | City/Town | State | Zip Code

3 Address Where You Get Your Mail If Different From Above | City/Town | State | Zip Code

4 Date of Birth / / Month Day Year

5 Telephone Number (optional)

6 ID Number - (See item 6 in the instructions for your state)

7 Choice of Party (see item 7 in the instructions for your State)

8 Race or Ethnic Group (see item 8 in the instructions for your State)

9 I have reviewed my state's instructions and I swear/affirm that:
- I am a United States citizen
- I meet the eligibility requirements of my state and subscribe to any oath required.
- The information I have provided is true to the best of my knowledge under penalty of perjury. If I have provided false information, I may be fined, imprisoned, or (if not a U.S. citizen) deported from or refused entry to the United States.

Please sign full name (or put mark)

Date: / / Month Day Year

If you are registering to vote for the first time: please refer to the application instructions for information on submitting copies of valid identification documents with this form.

Please fill out the sections below if they apply to you.

If this application is for a **change of name,** what was your name before you changed it?

A Mr. Mrs. Miss Ms. | Last Name | First Name | Middle Name(s) | (Circle one) Jr Sr II III IV

If you **were registered before but this is the first time you are registering from the address in Box 2**, what was your address where you were registered before?

B Street (or route and box number) | Apt. or Lot # | City/Town/County | State | Zip Code

If you live in a rural area but do not have a street number, or if you have no address, please show on the map where you live.

C
- Write in the names of the crossroads (or streets) nearest to where you live.
- Draw an **X** to show where you live.
- Use a dot to show any schools, churches, stores, or other landmarks near where you live, and write the name of the landmark.

NORTH

Example: Route #2, Grocery Store, Woodchuck Road, Public School, X

If the applicant is unable to sign, who helped the applicant fill out this application? Give name, address and phone number (phone number optional).

D

Mail this application to the address provided for your State.

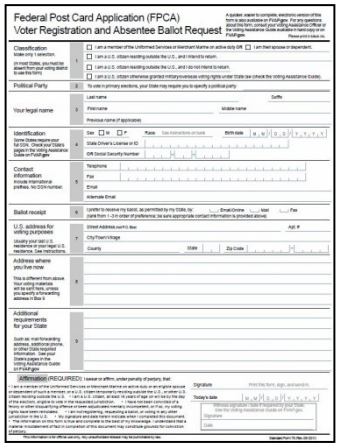
Review of Voting Materials

Federal Post Card Application (FPCA)	**Should be completed by:** All *UOCAVA* voters once a year and any time they need to update their contact information.
	Allows voters to: Apply to register to vote, request an absentee ballot, and update their contact information.
Federal Write-In Absentee Ballot (FWAB)	**Should be completed by:** All *UOCAVA* voters as an emergency write-in absentee ballot should they not receive their ballot by 30 days before the election.
	Allows voters to: Vote in all Federal elections. Some States allow the FWAB to be used for State and local elections or as a simultaneous application for voter registration and write-in absentee ballot.
National Mail Voter Registration Form (NVRF)	**Should be completed by:** Local voters (Citizens currently residing within their voting jurisdiction).
	Allows voters to: Apply to register to vote, register with a political party, and update their name and mailing address.

Providing Voting Assistance

Citizens covered under *UOCAVA* may come to you for assistance with filling out the forms required to apply to register to vote, to request an absentee ballot, and to submit an absentee ballot.

✓The following slides explain how to assist an applicant in completing and submitting the FPCA and FWAB.

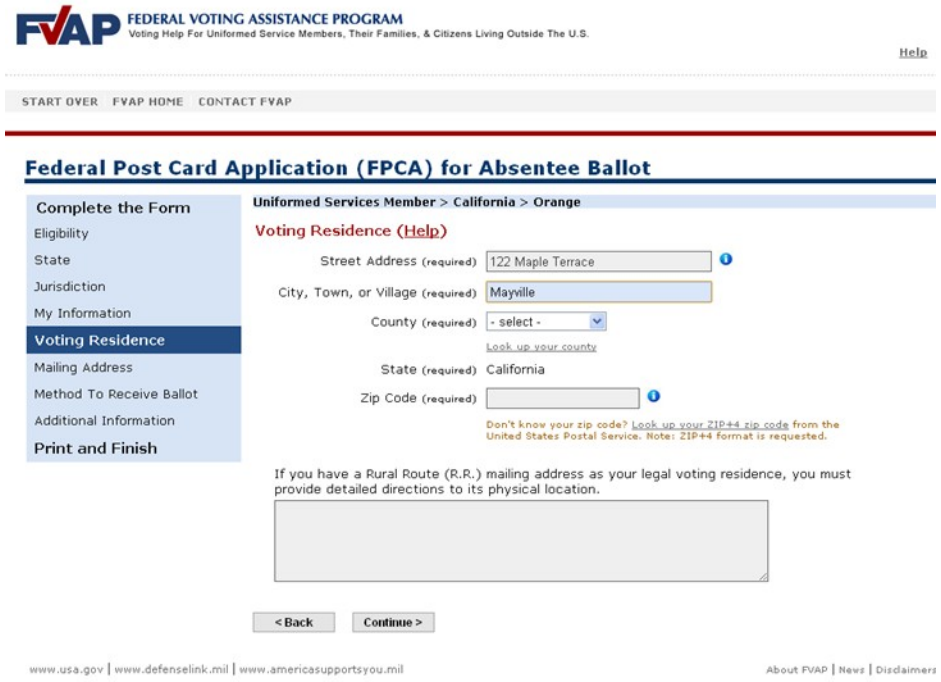

Federal Post Card Application (FPCA)
Voter Registration and Absentee Ballot Request

The example will be presented from your standpoint as a VAO providing assistance to a member of the Uniformed Services, Jim, who is away from his voting jurisdiction and wants to register and request an absentee ballot to vote in the November General Election.

Online Assistants

FVAP has created Online Assistants that automate and simplify the process of filling out the FPCA and FWAB.

- ✓ The Online Assistants offer point-and-click assistance and produce printable forms that eliminate legibility errors.
- ✓ The Online Assistants also produce a postage-paid template that then may be printed onto an envelope and mailed.


FEDERAL VOTING ASSISTANCE PROGRAM
Voting Help For Uniformed Service Members, Their Families, & Citizens Living Outside The U.S.
Help
START OVER
FVAP HOME
CONTACT FVAP
Federal Post Card Application (FPCA) for Absentee Ballot
Complete the Form
Eligibility
State
Jurisdiction
My Information
Voting Residence
Mailing Address
Method To Receive Ballot
Additional Information
Print and Finish
Uniformed Services Member > California > Orange
Voting Residence (Help)
Street Address (required)
122 Maple Terrace
City, Town, or Village (required)
Mayville
County (required)
- select -
Look up your county
State (required)
California
Zip Code (required)
Don't know your zip code? Look up your ZIP+4 zip code from the United States Postal Service. Note: ZIP+4 format is requested.
If you have a Rural Route (R.R.) mailing address as your legal voting residence, you must provide detailed directions to its physical location.
< Back
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Using the Online Assistants

How to Fill Out the FPCA or FWAB Using the Online Assistants:

"Click, Print, Send"

1. **Click:**
   - ✓ Direct applicants to FVAP's website; applicants select their State and fill out the required information (see following slides for general guidelines).

2. **Print:**
   - ✓ When finished, applicants must print and sign their FPCA or FWAB.

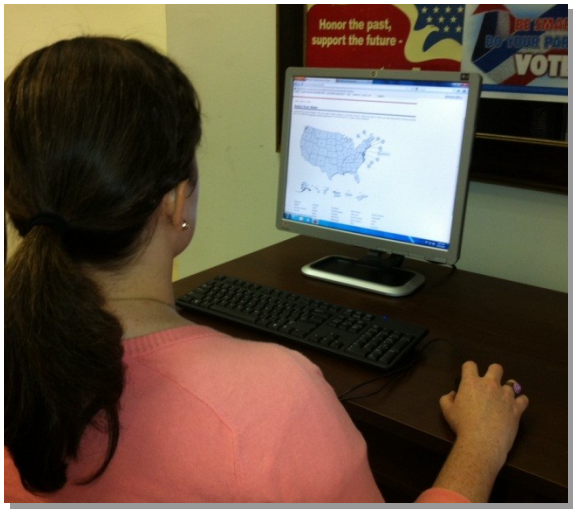
3. **Send:**
   - ✓ After signing their form, applicants should follow their State's specific guidelines for returning their completed FPCA or FWAB by mail, email, or fax.

Note: The Online Assistants are used to fill out the FPCA or FWAB. Upon completion, ***voters must print, sign, then mail or otherwise submit the forms*** *to their local election officials.*

Completing the FPCA/FWAB Online

Benefits of the Online Assistants:

1. Generate only fields required by the applicant's State, decreasing confusion over voter information requirements.
2. Provide up-to-date State information such as important State voting deadlines.
3. Provide an output package that includes applicant's completed FPCA or FWAB, instructions for submitting, and envelope template.



Completing the FPCA: Classification

Block 1 on the FPCA asks applicants to indicate their *UOCAVA* voter classification. This classification determines in which contests their election jurisdiction will allow them to vote.

Classification Make only 1 selection. (In most States, you must be absent from your voting district to use this form)	1	☒ I am a member of the Uniformed Services or Merchant Marine on active duty **OR** ☐ I am their spouse or dependent. ☐ I am a U.S. citizen residing outside the U.S., and I intend to return. ☐ I am a U.S. citizen residing outside the U.S., and I do not intend to return. ☐ I am a U.S. citizen otherwise granted Military/Overseas voting rights under State law. (Check the Voting Assistance Guide)

- ✓ Applicants should select the classification that best represents their current situation. Uniformed Service Members and their dependents who are overseas should select the first option.

- ✓ Members of the National Guard or State militia in a "called-up" status by the State for disaster relief, riot control, or similar State functions should select the last box.

Because Jim is in the Uniformed Services and absent from his voting jurisdiction, he selects the first box. His spouse and any other eligible voting-age dependents absent with him should select the box indicating that they are a spouse or dependent of a Uniformed Service Member.

Completing the FPCA: Political Party

In order to participate in partisan primary elections, most States require voters to indicate a political party preference. Voters should refer to the *Voting Assistance Guide* for their State's specific requirements.

Political Party	2	To vote in primary elections, your State may require you to specify a political party	**Abcdef Party**

✓Applicants that do not want to be affiliated with a political party should write "no party" in Block 2.

✓Note that if applicants enter "no party," they will still receive the November General Election ballot.

Jim indicates that he would like to be affiliated with the "Abcdef Party."

Completing the FPCA: Voter Information

Requirements for voter identification differ by State, refer to the *Voting Assistance Guide* for the applicant's State-specific guidelines.

Your legal name	3	Last name **Jones**	Suffix
		First name **James**	Middle name **Larry**
		Previous name (if applicable)	
Identification Some States require your full SSN. Check your State's pages in the Voting Assistance Guide on **FVAP.gov**	4	Sex ☒ M ☐ F	Race See instructions on back	Birth date **11** / **29** / **1985**
		State Driver's License or ID **A13156749394**	
		OR Social Security Number	
Contact information Include international prefixes. No DSN number.	5	Telephone **+011-44-2014-035-4777**	
		Fax **+011-44-2014-035-4700**	
		Email **j.l.jones85@hawkstooth.com**	
		Alternate Email	

✓ **Note:** Jim should provide his full legal name (James Larry Jones).

To help local election officials get in contact with Jim if they have any questions about his FPCA, you should encourage Jim to provide his telephone number, fax number, and email address.

Completing the FPCA: Ballot Receipt

States' laws differ as to how blank ballots can be delivered to voters. All States will send ballots via mail; however, States differ as to which electronic methods can be used: email, online download, and fax.

- ✓ Applicants should rank order their preferences for receiving their blank ballot.
- ✓ Refer to the *Voting Assistance Guide* to see what methods are permitted by an applicant's State.
- ✓ If an applicant wants to receive a ballot via email or fax, he or she must provide appropriate contact information in Block 5 (email address or fax number).

Jim indicates that his first preference is to receive his absentee ballot by email, since his State allows this. Note that he should check that he has provided his email address in Block 5.

Completing the FPCA: Voting Residence

A local election official needs an applicant's voting residence address in order to confirm the applicant's voting precinct. The address must be for a residence (i.e., not a P.O. box).

U.S. address for voting purposes Usually your last U.S. residence or your legal U.S. residence. See instructions.	7	Street Address (not P.O. Box) **122 Maple Terrace**	Apt. #
		City/Town/Village **Mayville**	
		County **Orange**	State **CA** Zip Code **9 5 5 5 1** –

For Uniformed Service Members, their voting residence should be where they last resided prior to entering military service OR the address that they have since claimed as their legal residence. The State on the Service Member's Leave and Earnings statement is often his or her State of residence.

Spouses of Uniformed Service Members do not assume the residency of the active-duty spouse upon marriage. However, if they meet the residency requirements, they can opt to update their state of residency.

For overseas citizens, their voting residence is in the State or territory where they last resided immediately prior to departing the U.S., regardless of time elapsed, intent to return, or presence of a physical residence.

Even though Jim has moved several times since joining the Military, his voting residence is in California. He lived there prior to entering the Military and he has not claimed residency in any other State since.

Completing the FPCA: Mailing Address

Voters should enter their current mailing address.

Address where you live now This is different from above. Your voting materials will be sent here, unless you specify a forwarding address in Box 9	8	**PSC 100, Box 150** **APO AE 09421**

- ✓ Remind applicants to notify their local election official if their address changes before the election to ensure their local election office has the correct contact information.

Jim enters his current mailing address.

Completing the FPCA: State Requirements

In Block 9, applicants should include any additional information required by their State. For example, some States require applicants to include information such as the length of time they resided in that State or where they were last registered to vote.

Additional requirements for your State Such as: mail forwarding address, additional phone, or other State required information. See your State's pages in the Voting Assistance Guide on **FVAP.gov**	9	

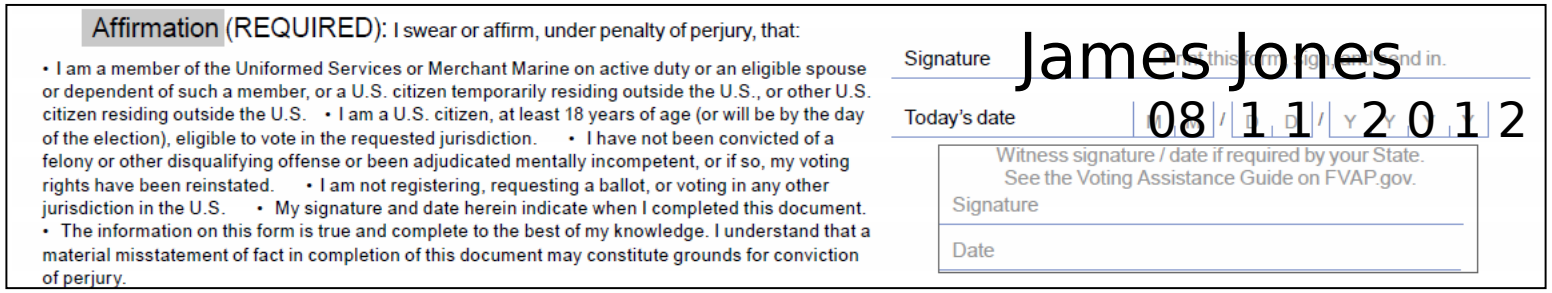
- ✓ Applicants may also include additional information that would assist the local election official in accepting the application or sending their ballot, such as a forwarding address.

- ✓ Refer to the *Voting Assistance Guide* for State-specific requirements.

Jim's State does not have any specific requirements for this block, so Jim leaves the block blank.

Completing the FPCA: Affirmation and Witness

After applicants read the affirmation, they should sign and date their form.



Affirmation (REQUIRED): I swear or affirm, under penalty of perjury, that:

• I am a member of the Uniformed Services or Merchant Marine on active duty or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or other U.S. citizen residing outside the U.S. • I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction. • I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated. • I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S. • My signature and date herein indicate when I completed this document. • The information on this form is true and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury.

Signature James Jones

Today's date 08 / 11 / 2012

Witness signature / date if required by your State.
See the Voting Assistance Guide on FVAP.gov.

Signature

Date

✓You should remind applicants that by signing the FPCA, they are verifying their information under the penalty of perjury.

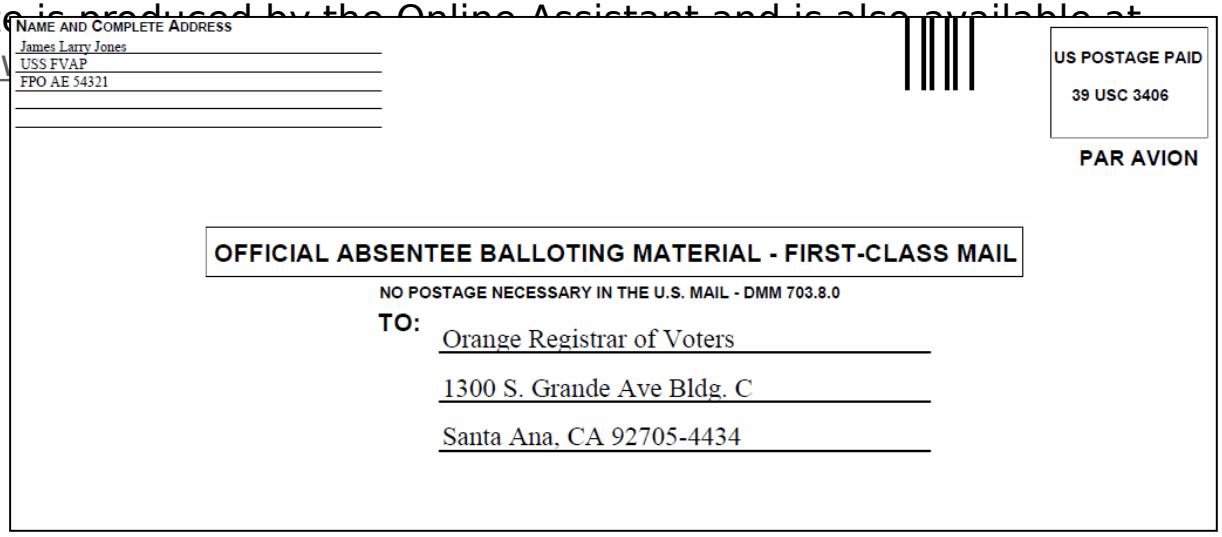
✓Refer to the *Voting Assistance Guide* to see if an applicant's State requires a witness signature.

Jim signs and dates the form. His State does not require a witness, so he leaves that portion of the application blank.

Completing the FPCA: Submission Methods

As part of providing voting assistance, VAOs are required to offer to submit a completed FPCA on behalf of the applicant. Completed FPCAs should be submitted to the applicant's local election official for processing.

- ✓ All States and territories accept the FPCA via mail.
  - ✓ Mailing addresses for local election officials are available in the *Voting Assistance Guide.*
  - ✓ The FPCA can be mailed postage paid through the U.S. Postal Service, Military Postal Service, or State Department pouch mail. The postage-paid envelope template is produced by the Online Assistant and is also available at http://ww


NAME AND COMPLETE ADDRESS
James Larry Jones
USS FVAP
FPO AE 54321
US POSTAGE PAID
39 USC 3406
PAR AVION
OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST-CLASS MAIL
NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0
TO:
Orange Registrar of Voters
1300 S. Grande Ave Bldg. C
Santa Ana, CA 92705-4434

Completing the FPCA: Submission Methods

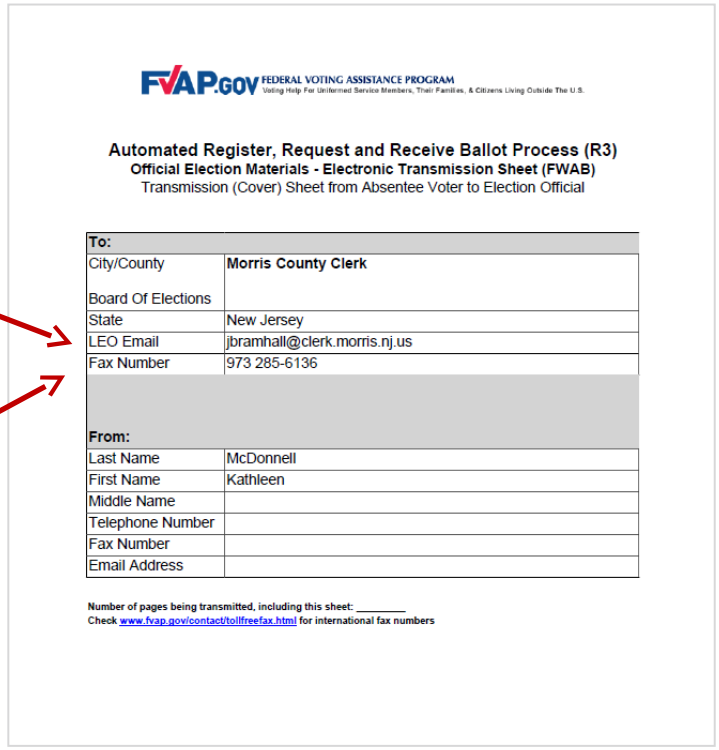
Some States and territories will accept the FPCA via email and/or fax.

✓Check the *Voting Assistance Guide* to see if the applicant's State will accept the form by email or fax.

✓The Online Assistant will produce an email and/or fax cover sheet if online or faxed submissions are allowed by the applicant's State.

Email FPCA to this address

Fax FPCA to this number



FVAP.GOV FEDERAL VOTING ASSISTANCE PROGRAM
Voting Help For Uniformed Service Members, Their Families, & Citizens Living Outside The U.S.

Automated Register, Request and Receive Ballot Process (R3)
Official Election Materials - Electronic Transmission Sheet (FWAB)
Transmission (Cover) Sheet from Absentee Voter to Election Official

To:	
City/County Board Of Elections	**Morris County Clerk**
State	New Jersey
LEO Email	jbramhall@clerk.morris.nj.us
Fax Number	973 285-6136
From:	
Last Name	McDonnell
First Name	Kathleen
Middle Name	
Telephone Number	
Fax Number	
Email Address	

Number of pages being transmitted, including this sheet: _____
Check www.fvap.gov/contact/tollfreefax.html for international fax numbers

Fax/Email Cover Sheet

Reviewing the FPCA

As a VAO, applicants may ask you to review their completed FPCA to check if it is properly filled out.

Ask applicants if they have:

- ✓ Completed the forms completely and legibly
- ✓ Applied to the correct jurisdiction
- ✓ Indicated their party preference for a primary election
- ✓ Signed their FPCA

Remind applicants that incomplete or illegible FPCAs may result in them being unable to receive or cast their ballot.

Completing the FPCA: After Submission

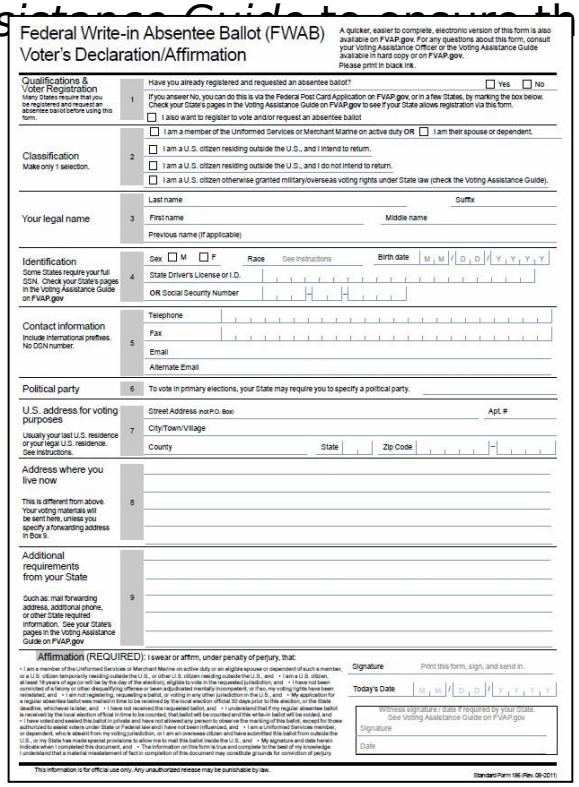
- ✓ After receiving an FPCA, a local election official will process the form and verify the applicant's eligibility.
- ✓ Applicants are encouraged to call, fax, or email their local election official to verify that their application has been received.
- ✓ Applicants should receive their regular State absentee ballot from the local election official in time for them to vote and return the ballot by the State's deadline.

Voters who have submitted an FPCA and have not received their absentee ballot by 30 days before the election should submit the FWAB. The following slides will outline uses of the FWAB and how to complete it.

Completing the FWAB

The **Federal Write-In Absentee Ballot** (FWAB) allows *UOCAVA* voters who have not yet received their absentee ballot to vote in elections for Federal offices.

Similar to the FPCA, the instructions for completing the FWAB and the uses of the FWAB **differ across States**, so it is important to refer applicants to the *Voting Assistance Guide* to ensure that they complete it correctly.



Federal Write-in Absentee Ballot (FWAB)
Voter's Declaration/Affirmation

A quicker, easier to complete, electronic version of this form is also available on FVAP.gov. For any questions about this form, consult your Voting Assistance Officer or the Voting Assistance Guide available in hard copy or on FVAP.gov.
Please print in black ink.

Qualifications & Voter Registration
Many States require that you be registered and request an absentee ballot before using this form.
1 Have you already registered and requested an absentee ballot? ☐ Yes ☐ No
If you answer No, you can do this is via the Federal Post Card Application on FVAP.gov, or in a few States, by marking the box below. Check your State's pages in the Voting Assistance Guide on FVAP.gov to see if your State allows registration via this form.
☐ I also want to register to vote and/or request an absentee ballot

Classification
Make only 1 selection.
2
☐ I am a member of the Uniformed Services or Merchant Marine on active duty OR ☐ I am their spouse or dependent.
☐ I am a U.S. citizen residing outside the U.S., and I intend to return.
☐ I am a U.S. citizen residing outside the U.S., and I do not intend to return.
☐ I am a U.S. citizen otherwise granted military/overseas voting rights under State law (check the Voting Assistance Guide).

Your legal name
3
Last name Suffix
First name Middle name
Previous name (if applicable)

Identification
Some States require your full SSN. Check your State's pages in the Voting Assistance Guide on FVAP.gov
4
Sex ☐ M ☐ F Race See instructions Birth date M M / D D / Y Y Y Y
State Driver's License or I.D.
OR Social Security Number

Contact information
Include international prefixes. No DSN number.
5
Telephone
Fax
Email
Alternate Email

Political party
6 To vote in primary elections, your State may require you to specify a political party.

U.S. address for voting purposes
Usually your last U.S. residence or your legal U.S. residence. See instructions.
7
Street Address (not P.O. Box) Apt. #
City/Town/Village
County State Zip Code

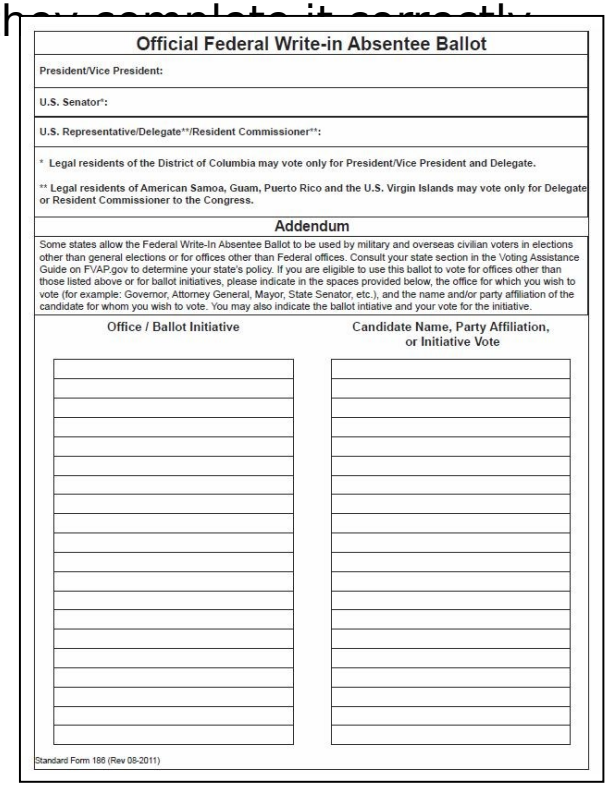
Address where you live now
This is different from above. Your voting materials will be sent here, unless you specify a forwarding address in Box 9.
8

Additional requirements from your State
Such as: mail forwarding address, additional phone, or other State required information. See your State's pages in the Voting Assistance Guide on FVAP.gov
9

Affirmation (REQUIRED): I swear or affirm, under penalty of perjury, that:
• I am a member of the Uniformed Services or Merchant Marine on active duty or an eligible spouse or dependent of such a member, or a U.S. citizen temporarily residing outside the U.S., or other U.S. citizen residing outside the U.S., and • I am a U.S. citizen, at least 18 years of age (or will be by the day of the election), eligible to vote in the requested jurisdiction, and • I have not been convicted of a felony or other disqualifying offense or been adjudicated mentally incompetent, or if so, my voting rights have been reinstated, and • I am not registering, requesting a ballot, or voting in any other jurisdiction in the U.S., and • My application for a regular absentee ballot was mailed in time to be received by the local election official 30 days prior to this election, or the State deadline, whichever is earlier, and • My regular absentee ballot was mailed in time to be received by the local election official in time to be counted, that ballot will be counted and this write-in ballot will be voided, and • I have voted and sealed this ballot in private and have not allowed any person to observe the marking of this ballot, except for those authorized to assist voters under State or Federal law and I have not been influenced, and • I am a Uniformed Services member, or dependent, who is absent from my voting jurisdiction, or I am an overseas citizen and have submitted this ballot from outside the U.S., or my State has made special provisions to allow me to mail this ballot inside the U.S., and • My signature and date herein indicate when I completed this document, and • The information on this form is true and complete to the best of my knowledge. I understand that a material misstatement of fact in completion of this document may constitute grounds for conviction of perjury

Signature Print this form, sign, and send in.
Today's Date M M / D D / Y Y Y Y
Witness signature / date if required by your state. See Voting Assistance Guide on FVAP.gov
Signature
Date

This information is for official use only. Any unauthorized release may be punishable by law.
Standard Form 186 (Rev. 08-2011)



Official Federal Write-in Absentee Ballot

President/Vice President:

U.S. Senator*:

U.S. Representative/Delegate**/Resident Commissioner**:

* Legal residents of the District of Columbia may vote only for President/Vice President and Delegate.

** Legal residents of American Samoa, Guam, Puerto Rico and the U.S. Virgin Islands may vote only for Delegate or Resident Commissioner to the Congress.

Addendum

Some states allow the Federal Write-In Absentee Ballot to be used by military and overseas civilian voters in elections other than general elections or for offices other than Federal offices. Consult your state section in the Voting Assistance Guide on FVAP.gov to determine your state's policy. If you are eligible to use this ballot to vote for offices other than those listed above or for ballot initiatives, please indicate in the spaces provided below, the office for which you wish to vote (for example: Governor, Attorney General, Mayor, State Senator, etc.), and the name and/or party affiliation of the candidate for whom you wish to vote. You may also indicate the ballot initiative and your vote for the initiative.

Office / Ballot Initiative	Candidate Name, Party Affiliation, or Initiative Vote

Standard Form 186 (Rev 08-2011)

FWAB Usage

While all States accept the FWAB as an absentee ballot for Federal elections, many States have started moving to allow universal use of the FWAB, including:

- ✓ Accepting the FWAB as an **application for voter registration**, an **absentee ballot request**, and a **write-in ballot**.
- ✓ Accepting the FWAB as an **absentee ballot for all Federal, State, and local elections**.

For each office, voters may write in either a candidate's name or a political party designation.

Voters wishing to use the FWAB should check their State's guidelines or the *Voting Assistance Guide* on FVAP.gov for the accepted uses of the FWAB in their State.

Submitting the FWAB: Submission Modes

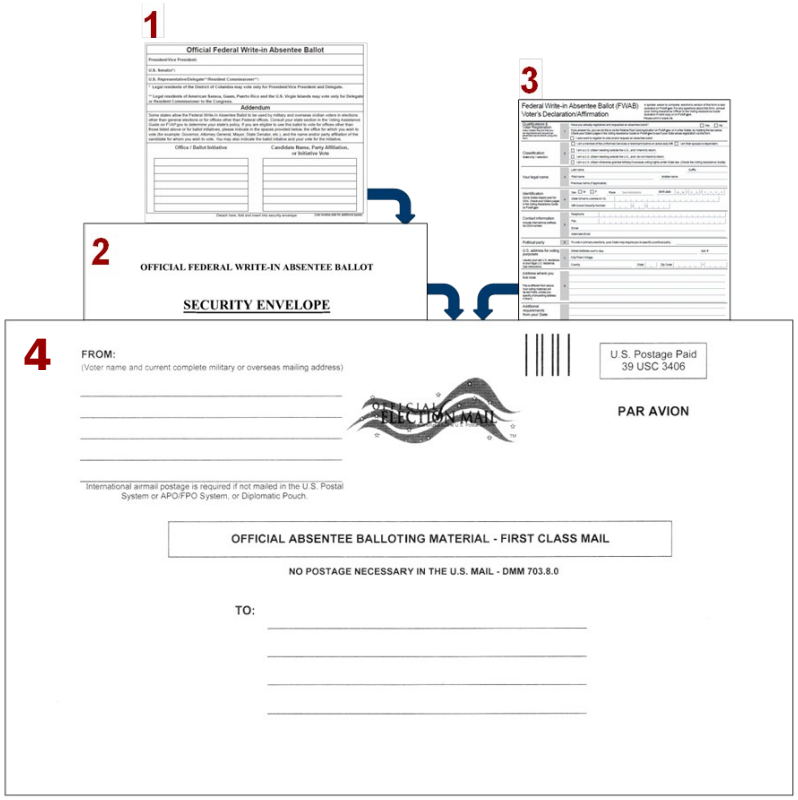
Completed FWABs should be submitted to the applicant's local election official for processing. All States and territories will accept the FWAB via mail.

To mail the FWAB, the voter should insert the voted ballot (1) into the security envelope (2).

Then, the sealed security envelope (2) and the declaration/affirmation (3) should be placed in the pre-paid mailing envelope (4).

officials are available in the *Voting Assistance Guide.*

- ✓ The FWAB can be mailed postage paid through the U.S. Postal Service, Military Postal Service, or State Department pouch mail. The postage-paid envelope template is produced by the Online Assistant and is also available at www.fvap.gov.


1
Official Federal Write-in Absentee Ballot
2
OFFICIAL FEDERAL WRITE-IN ABSENTEE BALLOT
SECURITY ENVELOPE
3
Federal Write-in Absentee Ballot (FWAB)
Voter's Declaration/Affirmation
4
FROM:
(Voter name and current complete military or overseas mailing address)
U.S. Postage Paid
39 USC 3406
PAR AVION
OFFICIAL ELECTION MAIL
International airmail postage is required if not mailed in the U.S. Postal System or APO/FPO System, or Diplomatic Pouch.
OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST CLASS MAIL
NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0
TO:

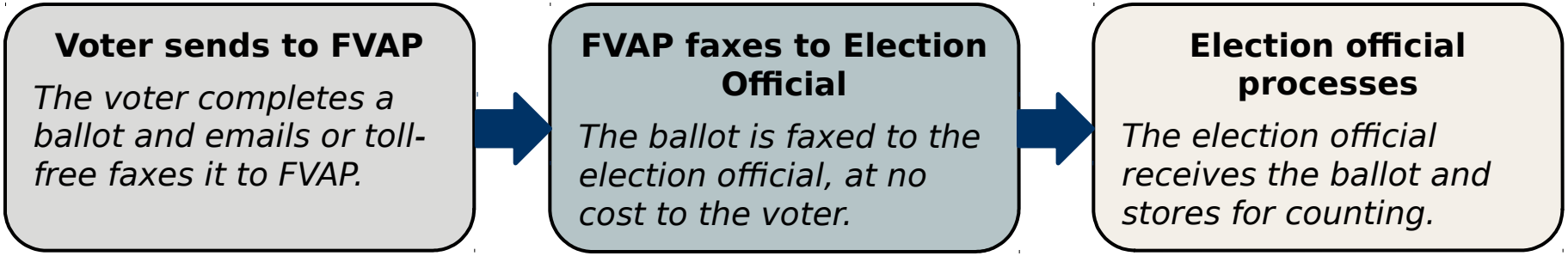
Submitting the FWAB: Submission Modes

Some States and territories will accept the FWAB via email and/or fax.

Additionally, FVAP offers an Electronic Transmission Service (ETS) for voters to fax all balloting materials (including the FPCA and FWAB) for free.

- ✓ Check the *Voting Assistance Guide* to see if the applicant's State will accept the form by email or fax.
- ✓ The Online Assistant will produce an email and/or fax cover sheet if allowed by the applicant's State.

FVAP Resources:
Electronic Transmission Service


Voter sends to FVAP
The voter completes a ballot and emails or toll-free faxes it to FVAP.
FVAP faxes to Election Official
The ballot is faxed to the election official, at no cost to the voter.
Election official processes
The election official receives the ballot and stores for counting.

ETS Resources:

- ✓ ETS Fax: http://www.fvap.gov/contact/tollfreefax.html
- ✓ ETS Email: ETS@fvap.gov
- ✓ ETS Cover Sheet: http://www.fvap.gov/resources/media/coversheet.pdf

Note: Not all States allow absentee ballots to be delivered or returned via fax. Check the applicant's State's guidelines.

Completing the FWAB: A Common Concern

What should Jim do if he receives his State absentee ballot after he has already submitted his FWAB?

- ✓ Voters in this situation should *always* complete their State absentee ballot and return it to their local election official. If the absentee ballot is received by the State's deadline, it will be counted instead of the FWAB.
- ✓ Some States allow absentee ballots from *UOCAVA* voters to be counted even if they are received after Election Day.

Answers to additional FAQs may be found at www.fvap.gov

Your Duties as a Voting Assistance Officer: *UOCAVA* Awareness

- The following slides will assist you in:
  - ✓ Expanding voter outreach
  - ✓ Advertising voting assistance

Expanding Voter Outreach

Each Federal election year (even-numbered years), FVAP conducts Voting Emphasis Weeks to promote voter registration and absentee voting.

During these Voting Emphasis Weeks, VAOs should:

- ✓ Reach out to *UOCAVA* voters
- ✓ Increase awareness of the *UOCAVA* voting process
- ✓ Provide their contact information as a voting assistance resource

The following slide outlines ways for VAOs to help during these important Voting Emphasis Weeks.

Expanding Voter Outreach

FPCA Distribution Deadlines:

- Every Year
  - 15 January: Deadline for in-hand delivery of FPCA to each service member and their voting age family members

- Election Years
  - 15 July: Deadline for in-hand delivery of FPCA to each service member and their voting age family members

Voting Emphasis Campaigns:

- Super Bowl Challenge
  - Host a registration drive for all service members and their families. Air the FVAP and Service specific PSAs.

- Voting Emphasis Weeks
  - Each Federal election year (even-numbered years), FVAP conducts Voting Emphasis Weeks to promote voter registration and absentee voting.

Voting Emphasis Weeks

	VAO Roles	Suggested activities:
Armed Forces Voters Week (June 28 to July 7, 2012)	Encourage *UOCAVA* citizens to complete and submit the FPCA	✓ Have copies of the FPCA and *Voting Assistance Guide* available for citizens ✓ Put up posters encouraging citizens to vote ✓ Direct citizens to the FPCA Online Assistant to register to vote and request an absentee ballot ✓ Conduct a non-partisan voting workshop or voter registration drive ✓ Enlist the help of organizations on your installation ✓ Plan your events around the 4th of July ✓ Work with your Pubic Affairs office to advertise your events ✓ Send pictures of your events to your SVAO and FVAP
Absentee Voting Week (Sept. 27 to Oct. 4, 2012)	Encourage *UOCAVA* citizens to return their voted absentee ballot	✓ Ask citizens if they've received their ballots. If not, direct them to the FWAB Online Assistant or provide them with a FWAB and encourage them to fill it out and submit it ✓ Use installation media outlets to encourage citizens to return their absentee ballots ✓ Enlist the help of other VAOs or organizations to conduct events to encourage citizens to return their absentee ballots ✓ Put up posters telling citizens how to reach you for voting assistance

Advertise Voting Assistance

- ✓ Provide your installation directory with contact information for referrals.
- ✓ Distribute calendars of important dates.
- ✓ Hang up voting banners or include absentee voting information on marquees near base entrances.
- ✓ Put up motivational voting posters on bulletin boards and in high-traffic areas that include your contact information.
  - ✓ Download and print PDFs of FVAP's motivational poster for the current election cycle from FVAP.gov.
  - ✓ Order motivational posters through Service channels.

2008–2009 Motivational Poster

2010–2011 Motivational Poster

2012–2013 Motivational Poster

Your Duties as a Voting Assistance Officer:
VAO Guidelines

- The following slides will assist you in understanding guidelines for:
  - ✓ Keeping relevant metrics
  - ✓ Providing non-partisan assistance
  - ✓ Creating and maintaining a continuity folder

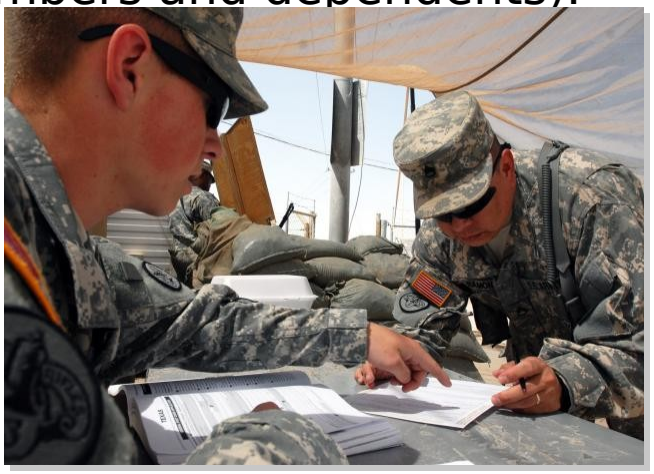
Keeping Relevant Metrics

As part of the evaluation of military voting assistance efforts, your Service guidance or SVAO will provide information on the collection and reporting of voting assistance measures of effect and performance.

Measures of effect and performance may include information such as:

- ✓ The number of FPCAs you distributed to Service Members and their dependents.
- ✓ The number of individuals to whom you provided voting information or assistance (Service Members and dependents).

Note: These counts should not include the names of individuals assisted or any identifiable information.



Check with your SVAO for your Service's requirements for collecting metrics.

VAO Guidelines on Non-Partisanship

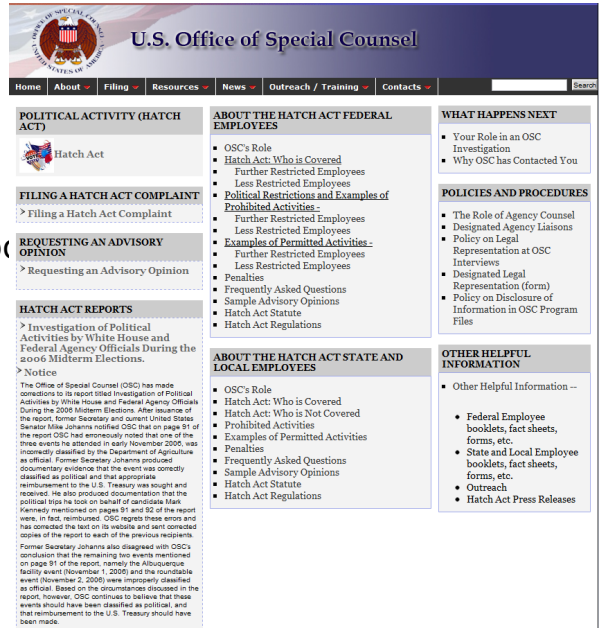
- ✓ Military VAOs may provide only **non-partisan** voting information and may not distribute any literature from candidates, political parties, or partisan organizations.

- ✓ Organizations become partisan when they endorse or imply endorsement of candidates or identify with issues in a campaign.

- ✓ For more information, refer to:
  - ✓ The Hatch Act

    http://www.osc.gov/hatchact.htm
  - ✓ DoD Directive 1344.10

    http://www.fvap.gov/resources/media/doddirective134410.p

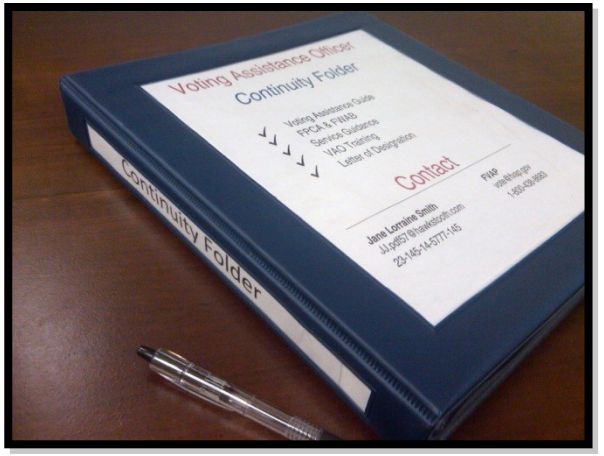


Maintaining a Continuity Folder

The continuity folder is used for your reference and serves as a resource for your successor. The continuity folder can be kept in hard or electronic copy.

Your continuity folder should include:

- ✓ Absentee voting forms (FPCA and FWAB)
- ✓ Current *Voting Assistance Guide*
- ✓ VAO letter of designation
- ✓ Current election dates calendar
- ✓ Service guidance
- ✓ DoD guidance
- ✓ The Hatch Act
- ✓ Training materials
- ✓ Recent Voting Alerts
- ✓ Good ideas and lessons learned



See www.fvap.gov/vao/continuityfolder.html for more information

Available Resources

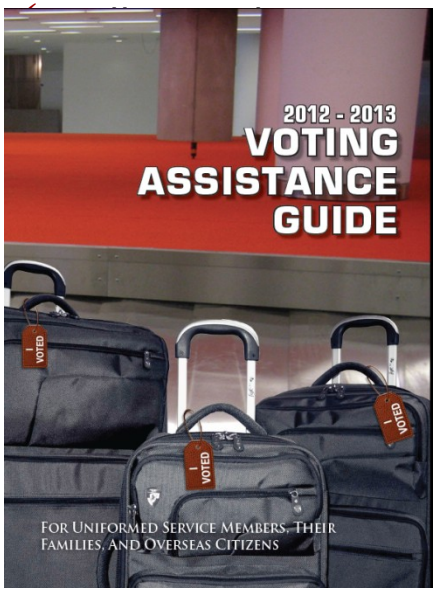
- The following slides will:
  - ✓ List and describe the resources provided to you by FVAP

VAO Resources

All the resources you need to be a successful VAO are available at: www.fvap.gov/vao. This includes:

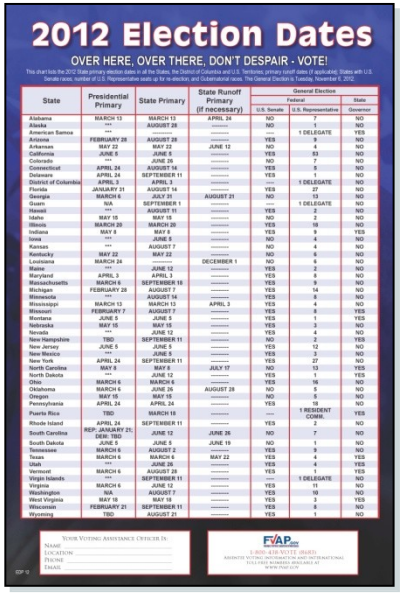
Voting Assistance Resources

- ✓ *Voting Assistance Guide*
- ✓ FPCA and FWAB



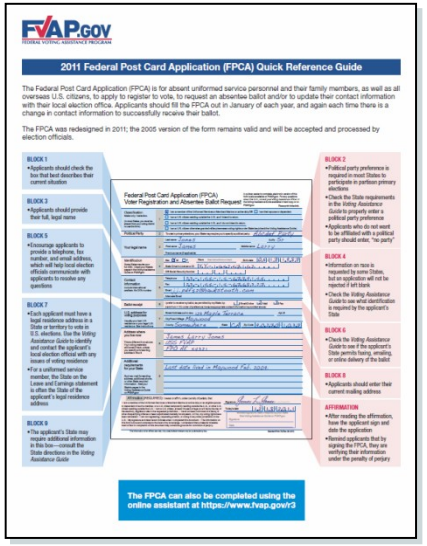
Outreach Materials

- ✓ Motivational posters
- ✓ Primary election calendars



Job Aids for VAOs

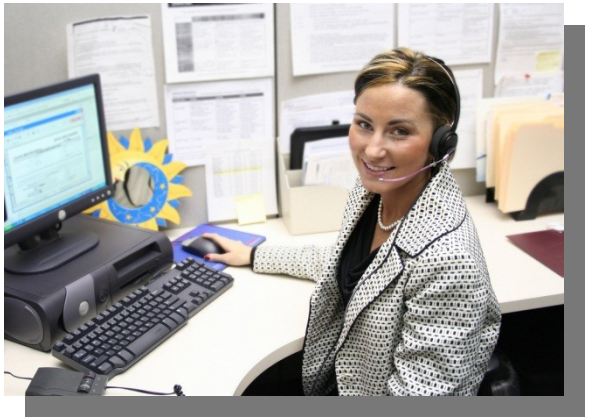
- ✓ Quick Reference Guides
- ✓ *UOCAVA* voting FAQs
- ✓ Important Dates


FVAP.GOV
2011 Federal Post Card Application (FPCA) Quick Reference Guide
The FPCA can also be completed using the online assistant at https://www.fvap.gov/r3

FVAP Help Desk

FVAP provides a telephone and email Help Desk to assist with:

- ✓ Providing information on *UOCAVA* and other voting legislation.
- ✓ Understanding uses of the FPCA and FWAB.
- ✓ Connecting voters to their local election official when necessary.



1-800-438-VOTE (8683)

vote@fvap.gov

Quick Review

- The following slides will:
  - ✓ Briefly review content covered in this training
  - ✓ Provide you with a certificate of completion

Quick Review: The *UOCAVA* Process

The *Uniformed and Overseas Citizens Absentee Voting Act* (*UOCAVA*) guarantees the voting rights of absent Uniformed Service Members, their dependents who are absent with them, and overseas citizens.

The *UOCAVA* absentee voting process includes the following steps:

1. Voters covered by *UOCAVA* complete the Federal Post Card Application (FPCA) to apply to register to vote and request an absentee ballot. The FPCA is submitted to the applicant's local election official.

2. The applicant's local election official reviews the submitted FPCA. After verifying eligibility, the local election official sends the applicant an absentee ballot.

3. The applicant receives the absentee ballot, votes the ballot, and returns it to the local election official to be counted.

Note: Applicants that have not received their absentee ballot by 30 days before the election should complete and submit the Federal Write-In Absentee Ballot (FWAB) to ensure that their vote is received in time to be counted.

Quick Review: Your Role

VAOs ensure that UOCAVA *voters understand their voting rights and the* UOCAVA *absentee voting process by providing non-partisan voting information and assistance.*

As a VAO, your role includes:

- ✓ Expanding outreach and increasing awareness of *UOCAVA* and the absentee voting process
- ✓ Assisting voters in completing their FPCA and offering to submit on their behalf
- ✓ Encouraging voters to complete and return their absentee ballot on time and to complete and return the FWAB should they not receive their absentee ballot in time
- ✓ Promoting Voting Emphasis Weeks
- ✓ Promoting yourself as a *UOCAVA* resource
- ✓ Creating and maintaining a continuity folder
- ✓ Following VAO guidelines for non-partisanship

Quick Review: Primary Resources

All the necessary resources are available at www.fvap.gov, including:

- ✓ The most up-to-date *Voting Assistance Guide*..... *www.fvap.gov/vao/guide.html*
- ✓ Online Assistants for filling out *UOCAVA* forms..... *www.fvap.gov/map.html*
- ✓ Solutions to FAQs ..... *www.fvap.gov/faq.html*
- ✓ Useful references/reports and tools for VAOs.....
  www.fvap.gov/reference/index.html

Contacting FVAP

If you have questions or concerns about providing voting assistance, you can contact FVAP:

Questions? Contact FVAP!		
Email	vote@fvap.gov	Email FVAP for assistance filling out forms or additional questions
Commercial	703-588-1584	Call FVAP for assistance filling out forms or additional questions
Toll-Free	800-438-VOTE (8683)	
DSN	425-1584	
Facebook	Facebook.com/DoDFVAP	FVAP and *UOCAVA* updates
Twitter	Twitter.com/fvap	

Congratulations!

Congratulations on completing the Voting Assistance Officer Training! The following slide contains the Certificate of Completion. Please fill in your name, command, activity, or organization, and date at the bottom.

Thank you for your participation and for your service as a Voting Assistance Officer!

You should now be able to:

- ✓ Understand and explain the *UOCAVA* process to voters.
- ✓ Help voters choose the right form, fill it out, and return it properly.
- ✓ Know what resources to check for specific questions.
- ✓ Understand your role during Voting Emphasis Weeks.
- ✓ Understand *UOCAVA* guidelines for non-partisanship.
- ✓ Create and maintain a continuity folder.

FEDERAL VOTING ASSISTANCE PROGRAM
Voting Help For Uniformed Service Members, Their Families, & Citizens Living Outside The U.S.

FEDERAL VOTING ASSISTANCE PROGRAM

Self-Paced Training for Voting Assistance Officers

Certificate of Completion

_____

Presented To

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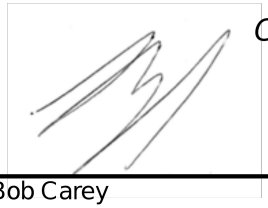
Command, Activity, or Organization Location



Bob Carey
Director, Federal Voting Assistance Program

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Date